

Task/Activity	Obs Part Lead	Standard(s)	Perf Strands	Timeline for Implementation	Assessment: Describe info in Portfolio	Evidence or Artifacts: Describe info in Portfolio	Setting which work occurred	Bldg Or District Level
Planning for Difficult situations	part	Standard 3	Managing Organizational Systems and Safety	4/10	Update school safety plan Prepare school and community for emergencies Conducting a drill	Safety plan		Bldg
Scheduling Basics For Elementary School	part	Standard 3	Managing Organizational Systems And Safety	5/10	Projecting resource requirements Defining the model Creating the master schedule Completing the school schedule	School schedule		Bldg
Writing with Impact For Effective Communication	Lead	Standard 4	Collaborating with Families and Stakehold	2/10	Writing Memos that Matter Writing letters that	Newsletter Letter to parents	Power point for different audiences	Bldg